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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 3 September 1957

FROM : Chief, Clerical Training

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SUBJECT: Report Number 36, Week of 27 August - 2 September 1957

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1. Numbers in Clerical Induction Training. During the week of 27 August there were people in Clerical Induction Training. Of these were entering for the first time. 25X1

2. Numbers in Clerical Orientation Training. There were people in Clerical Orientation this week. This was the sixth week when a capacity crowd was handled in Orientation making a total of trainees for the period between the middle of July and the first of September. The peak of the summer's rush has been reached and it is anticipated that the numbers will be lower this month. 25X1

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 27 August were as follows:

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	Tested	Qualified
Shorthand	<input type="text"/>	
Typewriting	<input type="text"/>	

4. Clerical Staff Member Returns to Duty. Secretary, Clerical Training, returned to duty on 3 September after being on sick leave for Acute Gastroenteritis.

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